

**ROBERT J. MAY**  
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## **SUMMARY**

Highly accomplished and versatile writer with over 8 years of experience in producing critical technical, administrative, and intelligence documentation for government and military entities. Proven history of delivering clear, concise, and high-impact content for internal command, publication, and large-scale training initiatives. Currently enhancing technical expertise with advanced narrative and literary skills through ongoing Creative Writing degree coursework.

## **CORE COMPETENCIES**

- **Government & Technical Documentation:** Expert in drafting formal documentation, including procedure manuals, comprehensive administrative summaries, reports (300+ mission reports), memorandums, and detailed assessments.
- **Intelligence Analysis & Reporting:** Specialized in creating in-depth intelligence summaries for command use. Authored the Air Force's first Targeting Center IADS study. Skilled in analytical research synthesis and report generation.
- **Training & Curriculum Design:** Developed and instructed specialized intelligence courses. Designed and implemented training programs, educational materials, and work sections, including co-creation of the initial B-1 IFTU course.
- **Formal & Public Communication:** Experienced in writing articles for government internet publication and preparing formal submissions for federal authorities.
- **Creative & Narrative Writing:** Applying in-progress coursework focused on narrative structure and advanced literary techniques. Proven ability with three previously published novels.

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## **PROFESSIONAL WRITING EXPERIENCE**

**Technical & Administrative Documentation Specialist (8 Years Total Experience)**

- Authored high-level summaries and reports on a diverse range of topics for organizations.
- Developed procedural documents, mission reports, and formal memorandums critical for organizational function and historical record.
- Drafted content for publication on government internet platforms and submission to military and federal authorities.
- Led team in the creation of complex documents, establishing new analytical standards.
- Designed and implemented intelligence and operational training programs, generating all associated course materials and teaching outlines.

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## EDUCATION & PROFESSIONAL DEVELOPMENT

### Full Sail University

- Creative Writing, BFA (Currently In Progress, 120 Credits Completed)

### Specialized Writing Training

- Ninja Writing Course
- Writing with Flair Course

### Airmen Leadership School

- Completed formal instruction in effective communication and writing techniques

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## Experience Details

### Writer (Self-Employed, Remote)

*Jan 2011 – Present*

- Manage and produce a steady stream of creative and informational content, including **3 published novels**, a monthly flash fiction story, and a monthly blog post.
- Maintain and grow successful blogs.

### Intelligence & Standards Specialist (USAF, SSGT (E-5)/GS-11)

*Jan 2004 – Apr 2011*

- **Targeting Center Standards Lead:** Led the standards and evaluations team for the Air Force Targeting Center, overseeing the implementation and adherence to procedural standards.
- **Subject Matter Expert (SME):** Served as an SME in Target Analysis, contributing to the development and refinement of operational standards.
- **Senior Analyst/Terrorism Analyst:** Conducted detailed research and analysis to produce high-level summaries, reports, and assessments for senior leadership.
- **Training Instructor:** Developed and delivered intelligence training to flight personnel, serving as an Intelligence Flight Training Instructor and internal training manager.
- **Key Achievement:** Led a 5-person team in the creation of the first Air Force Targeting Center IADS study.